ATTACHMENT 1
Grants.gov Proposal/Application Instructions
For Funding Opportunity Number: EPA-R9-AIR7-06-009

General Application Instructions

Overview of electronic proposal submission
Applicants may choose the option of electronic proposal submission and submit their proposal packages as described in Section IV.A of the announcement electronically through http://www.grants.gov/.

On the site, you will find step-by-step instructions which enable you to apply for EPA funds. There are six Get Started steps to complete at Grants.gov. The information applicants need to understand and execute the steps can be found at http://www.grants.gov/GetStarted. Applicants should read the Get Started steps carefully BEFORE selecting this option. The site also contains registration checklists to help you with the process. EPA recommends that you download the checklists and prepare the information requested before beginning the registration process. Reviewing and assembling required information before beginning the registration process will make the process more efficient.

All applicants applying for funding, including renewal funding, must have a Dun and Bradstreet Universal Data Numbering System (DUNS) number. The DUNS number must be included in the data entry field labeled "Organizational DUNS" on the form SF-424. Instructions for obtaining a DUNS number can be found at the following website: http://wwwgrants.gov/GetStarted.

In order to view the proposal package, you will need to download the PureEdge viewer (hyperlink available under "Get Started"). You may then access the application package at https://apply.grants.gov/forms_apps_idx.html using the funding opportunity number EPA-R9-AIR7-06-009, or CFDA number 66.034. It is recommended that you "Register to Receive Notification" of announcement updates.

The investigator will be able to prepare and save the grant application in Grants.gov; however, the actual submission of your proposal must be made by an Authorized Organization Representative (AOR). The AOR is an official representative of your institution who is registered with http://www.grants.gov/ (most investigators will not be eligible to submit the application). Please see http://www.grants.gov/, Get Started for further information. The registration process may take a week or longer to complete. Please check with your Sponsored Programs Office, or equivalent, to locate your official representative and see if your institution is registered. If your institution is not currently registered, encourage your official representative to begin the process immediately.

If you use this method to submit your proposal, please submit the proposal materials below to http://www.grants.gov/ no later than July 21, 2006 by 8pm Eastern Daylight Time or 5pm Pacific Daylight Time. Proposals submitted after the deadline will not be considered.

Required Proposal Materials
Proposal Materials to be submitted if using Grants.gov are the following. Please refer to Section IV.A of the announcement.

1. **Standard Form (SF) 424, Application for Federal Assistance**
    Complete the form (note: there are four pages). There are no attachments. Please be sure to include organization fax number and email address in Block 5 of the Standard Form SF-424. Please note that the organizational Dun and Bradstreet (D&B) Data Universal Number System (DUNS) number must be included on the SF-424. Organizations may obtain a DUNS number at no cost by calling the toll-free DUNS number request line at 1-866-705-5711.
2. **Standard Form SF 424A – Budget Information**
    Complete the form (note: there are two pages). There are no attachments. The total amount of federal funding requested for the project period should be shown on line 5(e) and on line 6(k) of SF-424A. If indirect costs are included, the amount of indirect costs should be entered on line 6(j). The indirect cost rate (i.e., a percentage), the base (e.g., personnel costs and fringe benefits), and the amount should also be indicated on line 22.
3. **Narrative Proposal**
    Prepare the cover letter and proposal according to the requirements in Section IV.A of the announcement. These elements will be evaluated according to the point distribution listed in Section V.A.

Proposal Preparation and Submission Instructions
Documents 1 through 3 listed under Proposal Materials above should appear in the Mandatory Documents box on the Grants.gov Grant Application Package page.

For documents 1 and 2, click on the appropriate form and then click Open Form below the box. The fields that must be completed will be highlighted in yellow. Optional fields and completed fields will be displayed in white. If you enter an invalid response or incomplete information in a field, you will receive an error message. When you have finished filling out each form, click Save. When you return to the electronic Grant Application Package page, click on the form you just completed, and then click on the box that says Move Form to Submission List. This action will move the document over to the box that says Mandatory Completed Documents for Submission.

For the Narrative Proposal, you will need to attach electronic files. Prepare your cover letter and proposal as described in Section IV.A of the announcement and save the documents to your computer as an MS Word, PDF, or WordPerfect file. When you are ready to attach your proposal to the application package, click on Project Narrative

Attachment Form, and open the form. Click Add Mandatory Project Narrative File, and then attach your proposal (previously saved to your computer) using the browse window that appears. You may then click View Mandatory Project Narrative File to view it. Enter a brief descriptive title of your project in the space beside Mandatory Project Narrative File Filename, the filename should be no more than 40 characters long. To attach the cover letter and/or other attachments that you would like to submit to accompany your proposal, you may click add Optional Project Narrative File and proceed as before. When you have finished attaching the necessary documents, click Close Form. When you return to the Grant Application Package page, select the Project Narrative Attachment Form and click Move Form to Submission List. The form should now appear in the box that says Mandatory Completed Documents for Submission.

Once you have finished filling out all of the forms/attachments and they appear in one of the Completed Documents for Submission boxes, click the Save button that appears at the top of the Web page. It is suggested that you save the document a second time, using a different name, since this will make it easier to submit an amended package later if necessary. Please use the following format when saving your file: Applicant Name FY06 Lake Tahoe Basin 1st Submission or Applicant Name FY06 Lake Tahoe Basin back-up Submission. If it becomes necessary to submit an amended package at a later date, then the name of the 2nd submission should be changed to Applicant Name FY06 Lake Tahoe Basin 2nd Submission.

Once your application package has been completed and saved, notify your AOR for submission to U.S. EPA through Grants.gov. Please advise your AOR to close all other software programs before attempting to submit the application package through Grants.gov.

In the Application Filing Name box, your AOR should enter your organization's name (abbreviated where possible), the fiscal year (e.g., FY06), and the grant category (e.g., Lake Tahoe Basin). The filing name should not exceed 40 characters. From the Grant Application Package page, your AOR may submit the application package by clicking the Submit button that appears at the top of the page. The AOR will then be asked to verify the agency and funding opportunity number for which the application package is being submitted. If problems are encountered during the submission process, the AOR should reboot his/her computer before trying to submit the application package again. [It may be necessary to turn off the computer (not just restart it) before attempting to submit the package again.] If the AOR continues to experience submission problems, he/she may contact Grants.gov for assistance by phone at 1-800-518-4726 or email at support@grants.gov or contact Roy Ford at ford.roy@epa.gov or 415-972-3997.